

United States Court of Appeals for the Second Circuit



VACANCY ANNOUNCEMENT

*December 11, 2006
Reference #FY07-01*

Position Title: Clerk of Court

Location: U.S. Court of Appeals, 2nd Circuit
500 Pearl Street, New York, NY 10007

Salary Range: Salary Level JSP 17 (\$151,565- \$152,000)
depending on experience, salary, and qualifications

Closing Date: Open Until Filled

Position Overview: The Clerk of the Court of Appeals is a statutory position, appointed by the court. The responsibilities of the position, under the supervision of the court, include but are not limited to the following:

- Conduct of the business of the court, including case management, manual and electronic records maintenance, management of court calendars, statistical reporting, special studies, opinion publication and circulation, and management of electronic case filing system.
- Management of a 50+-staff clerk's office, including hiring, supervision, training and promotion of employees.
- Establishment and continuing maintenance of relationships with the district courts of the circuit and with the practicing Bar and governmental agencies having business before the court.
- As delegated by the court under local rules, disposition of motions filed in cases before the court and determination of costs disputes as they arise.
- Interpretation of the Federal Rules of Appellate Procedure and the rules of the court and implementation and explanation of same to counsel and the public.
- As requested, consultation with and recommendation to the court on matters affecting the court's business.
- Participation in planning the annual court budget and forecasting personnel needs.

REQUIREMENTS: Successful candidates must have a minimum of ten years of progressively responsible administrative experience, including at least three of the ten years in a position of substantial management responsibility. Experience in federal courts is preferred. A bachelor's degree from a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience. A J.D. or LL.B. degree is strongly preferred, but not required. A post graduate degree in public, business or judicial administration may be substituted for up to one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience and an attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement. The appointment is provisional and contingent upon the satisfactory completion of a background investigation.

Application Procedure: Please indicate on the cover letter, the reference number, the position title and your qualifications relating to the duties and responsibilities of the position. Submit cover letter and two (2) résumés to:

United States Court of Appeals, Second Circuit
40 Foley Square
New York, NY 10007
Attn.: Human Resources, Reference #FY07-01

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.
THE UNITED STATES COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER.**